

ADMINISTRATOR REPORT

January 27, 2016

TO: Board of Supervisors
FROM: Frank J. Rogers, County Administrator
RE: March 1, 2016 Board of Supervisors Meeting

2:30 PM Public Safety Committee - [Agenda](#)
Public Safety Conference Room (Borland / Goldsmith)

4:00 PM Call to Order by Chairman Zehr and Pledge of Allegiance
Invocation by Supervisor Rousseau

6:15 PM Board of Supervisors Dinner hosted by the Extension Office

1. **APPROVAL OF MINUTES**

- a. [January 19, 2016](#) – Joint Meeting with Towns
- b. [February 2, 2016](#) – Regular Meeting

2. **APPEARANCES**

Ruth Graybill, Executive Assistant for the Central VA Alliance for Community Living

- a. [CENTRAL VA ALLIANCE FOR COMMUNITY LIVING](#) (5 min)

Ruth Graybill, with the Central Virginia Alliance for Community Living, Inc., (CVACL) would like to introduce herself and provide information on the services CVACL provides to the County.

RECOMMENDATION: No action required.

Tim Trent, Blue Ridge Regional Jail Administrator

- b. [UPDATE ON THE BLUE RIDGE REGIONAL JAIL](#) (10 minutes)

Tim Trent, Blue Ridge Regional Jail Administrator, would like to update the Campbell County Board of Supervisors on the status of the Regional Jail Authority ([fact sheet](#) and [project slide](#) attached) and be available for any questions board members may have. Campbell County has been a member of the Authority for over twenty years and has benefitted from this membership.

RECOMMENDATION: No action required.

3. ADMINISTRATOR'S ITEMS

Mike Davidson, Economic Development Director

a. SENECA COMMERCE PARK MASTER PLANNING- SUBDIVISION (10 minutes)

In 2012, a Priority & Initiative was included in the PIPT system to Master Plan & Subdivide Seneca Commerce Park. Staff would like to request the Board's consideration of looking at the Seneca Commerce Park layout, the development concept, and large vs. small lots sizes, to re-master plan the park utilizing smaller lots sizes, which will give the county the ability to sell more lots and recover the development costs better.

Mike Davidson will present an outline of proposed plans to accomplish a new master plan for the Seneca Commerce Park. Funds, resulting from previous sales of county owned industrial park property, are available in the Seneca Commerce Park Capital Improvement Fund.

RECOMMENDATION: Staff is requesting the Board's consideration of the following:

- **Authorize master planning and subdividing of Seneca Commerce Park**
- **Authorize staff to release an RFP to accomplish the above objectives**
- **Authorize the award of a contract to the #1 respondent when determined**
- **Authorize the County Administrator to sign any & all documentation necessary for the project**

Clifton M. Tweedy, Deputy County Administrator

b. HIGHWAY MATTERS (10 minutes)

i. Status of Outstanding Highway Matters: [See attached report.](#)

ii. Highway Matters Action Items: [Revenue Sharing Roads Special Assessments](#)

iii. A few minutes is scheduled each month for Supervisors to voice any questions or concerns regarding highway matters. Requests Clif Tweedy, Deputy County Administrator will be forwarded to VDOT as appropriate.

RECOMMENDATION: Please provide staff with any highway matters the Board has or that need to be passed along to VDOT.

Frank J. Rogers, County Administrator

c. 2015 FORD F150 SUPER CAB 4X4 – ANIMAL CONTROL (5 minutes)

The current Animal Control Vehicle, a 2001 General Motors Pickup Truck, has reached the end of its service life (see agenda for specific needs). A cooperative agreement with the City of Chesapeake and Colonial Ford Truck Sales in Richmond, VA would allow the purchase of a 2015 Ford F150 Supercab 4x4 with a long bed option for an approximate price of \$26,529.08. This vehicle is needed for an improved payload capacity and is essential for carrying the much-needed equipment of varying sized animal cages that are required to perform Animal Control functions.

Procuring this vehicle under this cooperative procurement with the City of Chesapeake requires permission from the board and would save approximately \$3,000.00. Sufficient funds for this acquisition are budgeted in line item 4-302-094300-0045 – Vehicles/Public Safety in the FY16 budget.

RECOMMENDATION: Staff requests that the Board of Supervisors approve the cooperative agreement with the City of Chesapeake to purchase a Ford F150 Supercab 4x4 with a long bed and to utilize Colonial Ford Truck Sales as the awarded contract vendor. Funds are available in the FY16 CIP to purchase the ambulance in 4-302-094300-0045 – Vehicles-Animal Control.

d. [COUNTY REAL ESTATE DEPARTMENT](#) (10 minutes)

The County is required by State Code (58.1-3252) to conduct a general reassessment of County properties at least every four years. For several years, the County met this Code requirement with in-house staff.

Due to vacant positions that the county has not been able to recruit qualified candidates for and the need for outside contractual services for the past reassessment, staff is proposing the duties of the Real Estate Department be re-organized in a manner that enables the County to keep up with current workload and meet the Code requirement to perform a reassessment by outsourcing the Real Estate Assessment.

Recommendation: Staff recommends that the Board consider the need to conduct a general reassessment of all real property in the County no less frequently than every four years and to direct that staff proceed with steps necessary to outsource this function.

e. [PRESENTATION OF DRAFT FY 2017 – FY 2021 CAPITAL IMPROVEMENT PLAN](#)
(CIP) (15 minutes)

The draft FY 2017 – FY 2021 Capital Improvement Plan (CIP) based on the adopted Board Priorities is being presented here for review. Pending any changes identified at this meeting a final version of the CIP will be scheduled for adoption at the Board's April 5th meeting. Approved CIP funding will then be included in the draft FY 2017 budget to be presented to the Board at the budget workshop on April 12. Please find attached the [draft County Administrator's Recommended CIP for FY2017 - FY2021](#) as well as the [County Debt Schedule](#).

RECOMMENDATION: Staff recommends the Board provide any preliminary comments or changes to the proposed CIP for FY2017 – FY2021. The final version of the CIP and Debt Service Schedule will be presented for adoption at the April 5th meeting and will be used in the development of the annual operating budget for FY 2017.

4. [CONSENT AGENDA](#)

a. [APPROPRIATIONS](#)

Attached is an appropriation listing for the Board's consideration.

b. SCHOOL ADMIN WINDOWS

The Department of Public Works has requested to contract with a supplier for the removal and replacement of 42 windows at the School Administration/Library Building in Rustburg. Work includes demolition of the windows, the window installation and any modifications to the interior window trim. In November, 2015, we acquired an estimate for budgeting and procurement purposes to replace ALL 120 windows in the amount of \$39,400. The department prepared a bid package for replacing 60 of the worst ones that had been leaking and were falling apart. This was discussed and approved by the Board at their November 2015 meeting, however during the solicitation of bids, staff realized to stay within budget the number of windows needed to be reduced. Timeline of process is included in the agenda.

c. COUNTY ATTORNEY INVOICE

Attached for your approval is a \$2,858.34 invoice from the County Attorney for services rendered in the month of February 2016.

d. FY16; LIABILITY, PROPERTY & WC INSURANCE & COVERAGE SERVICES

Proposals for the County's Liability, Property, and Workers' Comp Insurance were requested from VACORP (Virginia Association of Counties Group Self Insurance Risk Pool) and VML (Virginia Municipal Liability Pool). The County has had insurance coverage with VACORP for the past five (5) years. Prior to this, the County was insured through coverage with VML. The current insurance policy with VACORP will expire on June 30, 2016, which resulted in this procurement process.

e. SPECIAL ENTERTAINMENT PERMIT / NOISE ORDINANCE EXEMPTION REQUEST – RELAY FOR LIFE

The Campbell County/Rustburg Relay for Life Event will be held at Rustburg High School on Friday, May 13, 2016 from 6:00 p.m. until 6:00 a.m. on Saturday, May 14, 2016. [Attached](#) is a special event application for the Board's consideration. The relay planners are also requesting an Exception from the Noise Ordinance from 10:00 p.m. to midnight on Friday, May 13th.

RECOMMENDATIONS: Staff recommends the Board:

a. Approve the appropriations as presented;

b. Staff recommends that the Board of Supervisors approve that the lowest, responsive and responsible bid from TP&L of N. Chesterfield, VA in the amount of \$32,976.13 be accepted to purchase and install 42 windows in the School Administration building. Funding to come from savings in the Haberer Building HVAC replacement project, line item number 4-302-094400-035;

c. Approve the County Attorney invoice of \$2,858.34;

d. Based on the proposal received and the quotes for FYE 2017 for Property, Liability, and Workers Compensation Insurance, staff believes the proposal and pricing submitted by VACORP provides the best cost/benefit to the County. Additionally, the county would

like to request permission to move forward with the 2016-2017 renewal process that is due in March, 2016; and

e. Staff recommends the Board approve a special entertainment permit and exception from the noise ordinance as authorized annually for this event.

5. APPOINTMENTS

A [list of appointments](#) is attached for your consideration.

6. MATTERS FROM THE BOARD

A few minutes is scheduled at each meeting to discuss [matters from the Board](#).

- i. Discussion of correspondence regarding the pending Supreme Court nomination.
([see attached letter](#))

7. CLOSED MEETING - None

5:30 P.M.

8. PUBLIC HEARINGS

The following Public Hearings were [advertised](#) for...

Sandra M. Shackelford, County Planner

- a. [REQUEST TO REZONE PROPERTY WITH A CONCURRENT SPECIAL USE PERMIT AT THE NORTH-WEST CORNER OF INTERSECTION BETWEEN WARDS ROAD AND DEARING FORD ROAD BY SOUTHSIDE ELECETRIC COOPERATIVE](#)

Rezoning #PL-15-57 - This request from George Felts of Southside Electrical Cooperative is to rezone a total of 39.14 ± acres from Residential – Single Family (R-SF) to Business – General Commercial and Business – Heavy Commercial for office, warehouse, and vehicle storage uses with a concurrent special use permit to construct and operate a microwave tower. The property is located at the NW corner of the intersection between Wards and Dearing Ford Roads in the Altavista Election District.

The Planning Commission recommended the following conditions:

- 1) the applicant constructs the tower in conformance with the plans submitted with the request;
- 2) applicant provides the necessary documentation of the National Environmental Preservation Act (NEPA) and the State Historic Preservation Office (SHPO);
- 3) the applicant confirms the tower will utilize dual lighting consisting of white strobe daytime lights and red lights during nighttime, the intensity and duration of which shall meet applicable FAA requirements;
- 4) the applicant provides FAA Determination of No Hazard to Air Traffic; and
- 5) the tower is painted a neutral color to blend in with the sky.

RECOMMENDATION: The Planning Commission recommended approval of this request by a vote of 7-0 citing good zoning practice.

b. [SPECIAL USE PERMIT REQUEST FOR PROPERTY AT 93 GREENWELL COURT TO CONVERT AN EXISTING SINGLE-FAMILY HOME INTO A DAYCARE CENTER](#)

Special Use Permit Request #PL-15-58 - This request is from Vance Driskill, representative for Timberlake United Methodist Church, for a special use permit to convert the existing single-family home into a daycare center on property zoned Residential – Single Family (R-SF). The property contains 0.37 ± acres in the Timberlake Election District.

The Planning Commission recommended the applicant operates the daycare center in conformance with the use described in the narrative dated December 28, 2015.

RECOMMENDATION: The Planning Commission recommended approval of this request with the above referenced condition by vote of 7-0 citing convenience, general welfare, and good zoning practice.

Clifton M. Tweedy, Deputy County Administrator

c. [ROSENWALD SCHOOL PUBLIC HEARING](#) (10 minutes)

The Board has heard from the Rosenwald Committee concerning their desire to obtain ownership of the property currently used by the County for general storage. This property([map attached](#)) located in Rustburg on Village Highway across from Long Mountain Grocery, was built in the 1920's and 30's as an African American school complex. In later years it has been used for School Board office space and storage for various departments. Several years ago the Schools moved their maintenance and storage operations into the Fray Facility they turned the property over to the County ([aerial images attached.](#))

The Rosenwald Committee has outlined a plan to completely renovate the four buildings and turn them into a community building and tourist attraction. They are requesting the property be given to them so they can continue to raise funds and begin to implement their plans. The Board has been generally supportive of this request and therefore the next step is to have a public hearing to consider declaring the property surplus so it can be disposed of as directed by the Board. An outline of plans to move current storage to other facilities, if the Board directs staff to transfer the property, is included in this agenda.

RECOMMENDATION: Staff recommends that the Board conduct the public hearing on the question of declaring the property surplus, and if appropriate;

- 1. Declare the property surplus.**
- 2. Direct staff if the Board wishes to transfer the property to the Rosenwald group.**
- 3. Provide direction on any additional conditions for transfer.**
- 4. Authorize staff to prepare and execute all necessary paperwork.**
- 5. Allow staff to make all necessary arrangements to move the current storage to other facilities.**

6:15 PM – Extension Office Dinner

9. AGENCY MINUTES AND REPORTS

- | | | |
|----|---|----------------|
| a. | Brookneal Campbell County Airport Authority | Nov. 25, 2015 |
| b. | Department of Social Services Board | Jan. 20, 20116 |
| c. | Industrial Development Authority | July 23, 2015 |
| d. | Industrial Development Authority (Called Mtg.) | Sept. 23, 2015 |
| e. | Planning Commission | Jan. 25, 2016 |
| f. | PW-CED Committee | Feb. 2, 2016 |
| g. | Robert E Lee Soil and Water Conservation District | Nov. 19, 2016 |

10. INFORMATIONAL ITEMS

- | | | |
|----|--|---------------|
| a. | Agriculture Grant Producer Support | Feb. 16, 2016 |
| b. | Report – Treasurer | Jan. 2016 |
| c. | Report – Unassigned Cash Balance | Jan. 2016 |
| d. | Report – Unassigned Fund Balance | Jan. 2016 |
| e. | School Board Meeting Schedule Change | Jan. 29, 2016 |
| f. | County Administrator Approved Appropriations | Feb. 22, 2016 |

BOARD OF SUPERVISORS MEETING SCHEDULE

Revised 02/16/16

Items marked with an asterisk (*) are changed from the previously published schedule
Underlined items are special meetings

Tuesday, March 1st –

2:30 PM– Public Safety Committee –

Public Safety Conference Room – (Borland, Goldsmith)

4 PM – Regular Administrative Business Meeting

5:30 PM – Public Hearings, rezoning, special use permit, surplus property (Rosenwald)

*6:15 PM - Cooperative Extension Dinner

Tuesday, March 15th – 4 PM – No Board workshop currently scheduled

Tuesday, April 5th –

2:30 PM – Administration/Human Services Committee –

Board Level Multi-Use Room – (Rousseau, Zehr)

4 PM – Regular Administrative Business Meeting

5:30 PM – Public Hearings, none are currently scheduled

Tuesday, April 12th – 4 PM – Budget work session (Multi-Use Room)

Thursday, April 14th – 4 PM – Budget work session (Multi-Use Room) (if needed)

Tuesday, May 3rd –

2:30 PM - Public Works/Community and Economic Development Committee –

Board Level Multi-Use Room – (Gunter, Puckett)

4 PM – Regular Administrative Business Meeting

5:30 PM– Public Hearings – FY 2017 Budget

Tuesday, May 17th – 4 PM – Final Budget Presentation & Adoption

Tuesday, May 24th – 7 PM – Joint Committee Meeting –
Campbell County Technical Center – (Good, Gunter)

Tuesday, June 7th –

2:30 PM– Public Safety Committee –

Board Level Multi-Use Room – (Borland, Goldsmith)

4 PM – Regular Administrative Business Meeting

5:30 PM – Public Hearings, none are currently scheduled

Tuesday, July 5th –

2:30 PM – Administration/Human Services Committee –

Board Level Multi-Use Room – (Rousseau, Zehr)

4 PM – Regular Administrative Business Meeting

5:30 PM – Public Hearings, none are currently scheduled

Tuesday, July 19th – 4 PM – No Board workshop currently scheduled

Tuesday, August 2nd –

2:30 PM - Public Works/Community and Economic Development Committee –

Board Level Multi-Use Room – (Gunter, Puckett)

4 PM – Regular Administrative Business Meeting

5:30 PM– Public Hearings, none are currently scheduled

Tuesday, August 9th –

5 PM – EMSAC – Public Safety Conference Room (Borland, Goldsmith)

6:30 PM – FAC

Tuesday, August 16th – 4 PM – No Board workshop currently scheduled

Tuesday, August 23rd – 7 PM – Joint Committee Meeting –

Campbell County Technical Center – (Good, Gunter)